

Republic of the Philippines
Department of Trade and Industry
CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Golden Shell Pavilion, Roxas Blvd. Cor. Gil Puyat Ave., Pasay City

Solicitation No.: CITEM-2023-0095-R1

REQUEST FOR QUOTATION
(NEGOTIATED PROCUREMENT – SMALL VALUE PROCUREMENT)

The Center for International Trade Expositions and Missions (CITEM) invites all interested parties to submit quotation for:

**PROCUREMENT OF TRANSPORTATION SERVICES FOR THE 2023 CITEM TEAMBUILDING
CUM GAD ACTIVITY**

(Please see attached Request for Quotation Form and Terms of Reference for more details.)

Approved Budget for the Contract	: PHP 130,000.00
Deadline of Submission of Eligibility Documents, Financial Bid, and Post-Qualification Documents	: 30 August 2023, 05:00PM
Opening of Eligibility Documents, Financial Bid, and Post-Qualification Documents	: 31 August 2023, 02:00PM

Conduct of Opening of Bids shall be held virtually thru Microsoft Teams or Zoom and shall be open to all prospective bidders. Link of the Opening of Bids may be requested through the BAC Secretariat at citembac@citem.com.ph.

The *Notice of Award* shall only be issued to the lowest calculated and responsive bidder who has complied with the following documentary requirements below, submitted in an enclosed, sealed and properly labeled envelope or compressed folder:

Eligibility Documents (1st Envelope / Compressed Folder)

- Mayor's Permit for the current year or for individuals exercising a profession, BIR Certificate of Registration**
Expired Mayor's permit with Official Receipt of renewal application shall be accepted provided that the renewed permit shall be submitted before the award of the contract.
- Valid PhilGEPS Registration Number (evidenced by a certificate or screen shot)**
PhilGEPS Certificate of Platinum Membership may be submitted in lieu of Mayor's Permit and PhilGEPS Registration Number.
- Notarized Omnibus Sworn Statement**
- Notarized Special Power of Attorney, Notarized Secretary's Certificate or Board/Partnership Resolution for partnership, corporation, cooperative, or joint venture, whichever is applicable**

Financial Bid (2nd Envelope / Compressed Folder)

- Quotation using the attached Request for Quotation (RFQ) Form duly signed by the authorized representative**

Post-Qualification Documents (3rd Envelope / Compressed Folder)

- Copy of Land and Transportation Franchising and Regulatory Board Franchise**
- Copy of certification from Department of Tourism**
- Photos of the interior and exterior of vehicles**
- Any documentation to show acquisition date of vehicles to be deployed**
- Photos of seats and location of the extinguisher**
- Copy of insurance coverage of all vehicles**

To encourage the sanctity of the bids, bidders must submit these documents separately, on the above stated date and time, either on the following:

- Physical Submission at the CITEM Office, Golden Shell Pavilion, Roxas Blvd. cor. Gil Puyat Ave., Pasay City, or
- Online submission to the BAC Secretariat through email at citembac@citem.com.ph. A password protection maybe inflicted in the compressed folders to ensure security of the documents. The password must be disclosed on or before the date and time of the Opening of Eligibility Documents, Qualitative Evaluation Documents, and Financial Bid as indicated above. Failure to disclose the password during the opening of bids may result to non-responsiveness of the bid.

CITEM-BAC reserves the right to reject any or all bids disadvantageous to, waive any formality or accept such bids as may be considered advantageous to the government. Further, CITEM-BAC assumes no obligation whatsoever to compensate or indemnify the bidders for expenses or losses that may be incurred in participating in this bidding.

For inquiries, please contact the CITEM Bids and Awards Committee Secretariat, at telephone no. (02) 8-831-2201 local 309/294 or email at citembac@citem.com.ph.

ATTY. ANNA GRACE I. MARPURI
Chairman, Bids and Awards Committee



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Golden Shell Pavilion, Roxas Blvd. Cor. Sen. Gil Puyat Avenue, Pasay City
Tel.: (632) 8-831-2201 local 309/294 E-mail: citembac@citem.com.ph



REQUEST FOR QUOTATION

- Shopping with ABC of Php 50,001 and above Small Value Procurement with ABC of Php 50,001 and above
 Lease of Real Property and Venue Others: _____

Date: 24 August 2023
RFQ No.: 2023-0095-R1

Company Name: _____
Address: _____
Contact No.: _____

Gentlemen:

Please quote hereunder your lowest possible price(s) for the following article(s)/work(s) which are urgently needed by this office. It is requested that the quotation be sealed, signed, and stamped in an envelope or compressed folder and submitted to CITEM BAC / citembac@citem.com.ph.

Deadline of Submission of Eligibility Documents, Financial Bid, and Post-Qualification Documents: 30 August 2023	Time: 05:00PM
Schedule of Opening of Eligibility Documents, Financial Bid, and Post-Qualification Documents: 31 August 2023	Time: 02:00PM Venue: ZOOM

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	lot	<p style="text-align: center;">PROCUREMENT OF TRANSPORTATION SERVICES FOR THE 2023 CITEM TEAMBUILDING CUM GAD ACTIVITY</p> <p style="text-align: center;"><i>(Please see attached Term of Reference for more details)</i></p> <p style="text-align: center;">APPROVED BUDGET FOR THE CONTRACT: <u>PHP 1,30,000.00</u></p> <p><i>Date Needed/ Delivery Period: Between September 04 to October 31, 2023</i></p> <p><i>Proposed Dates: Three (3) days and two (2) nights between 4th of September to 31st of October 2023. Final date to be finalized upon confirmation of venue and award of contract.</i></p> <p><i>Proposed Location: Bataan or Subic Zambales</i></p> <p><i>General Requirements:</i></p> <ol style="list-style-type: none"> 1. Two (2) fully air-conditioned shuttle buses that can accommodate up to 49 people each or ten (10) air-conditioned commuter vans with at least 10 seats. 2. Door-to-door transfer to and from DTI-CITEM in Pasay City and in venue. 		

Terms and Conditions:

- 1) Delivery period: _____ working days upon acceptance of Purchase/Job Order.
- 2) Bid price must be **Inclusive of Value Added Tax**.
- 3) Payment will be processed after receipt of invoice. Other terms of payment will be based on the Contract agreed by the Purchaser and Supplier.
- 4) Any alterations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her authorized representative.
- 5) Required documents, if any, must be submitted within 3 Days after receipt of notice.

The CITEM-BAC reserves the right to reject any or all bids offer and waive any defects therein and accept bid/s it may consider advantageous to the government.

ATTY. ANNA GRACE J. MARPURI
 BAC Chairman

TO: CITEM Bids and Awards Committee:

Per your request, I/we have indicated the prices of the above-mentioned article(s)/work(s) on the unit price/amount column above. I/We also certify that we have read, understood, and shall conform with the terms and conditions of this requirement.

Date Submitted

Signature over printed name of the Authorized Company Representative
Designation: _____
Telephone No(s).: _____
Email: _____

**TERMS OF REFERENCE
TRANSPORTATION SERVICES**

2023 CITEM TEAMBUILDING CUM GENDER AND DEVELOPMENT (GAD) ACTIVITY

BACKGROUND

The Center for International Trade Expositions and Missions (CITEM) invites qualified bidders for the provision of transportation services for its 2023 Teambuilding cum GAD Activity.

GENERAL REQUIREMENTS

Proposed Schedule	3 days, 2 nights between August 28 – October 31, 2023 (dates to be finalized upon confirmation of the venue and award of the contract)
Target Location	Bagac, Bataan or Subic, Zambales
Route	CITEM (Pasay) to Bagac, Bataan or Subic Zambales to CITEM (Pasay) via NLEX - SCTEX / SLEX
ETD from CITEM (Day 1)	5:00 am
ETD from the venue (Day 3)	2:30 pm
Number of Passengers	98
Vehicles Required	Two (2) air-conditioned shuttle buses with at least 49 reclining seats Or Ten (10) air-conditioned commuter vans with at least 10 seats
Inclusions / Features	Vehicles with a franchise from the Land Transportation Franchising and Regulatory Board and accredited by the Department of Tourism Vehicles are in good condition/brand new and are well-maintained in accordance with the approved LTFRB technical safety standards Vehicles are air-conditioned preferably equipped with an entertainment system and/or Wi-Fi connection. With seat cover, seat belt, and fire extinguisher All vehicles must be covered by comprehensive insurance and/or personal accident insurance Costs for gasoline, maintenance, lubricant, toll fee, drivers' sleeping quarters and meals, drivers' fees including overtime pay, and any other related expenses shall be on the service provider's account.

EVALUATION OF PROPOSALS

The bidder with the Lowest Calculated Quotation shall be rated in accordance with the technical specifications using the attached rating sheet. Upon determination of the responsiveness of the

proposal, the bidder will be declared as the Lowest Calculated and Responsive Quotation, otherwise, the proposal with the next Lowest Calculated Quotation will be evaluated until a suitable proposal is identified. Compliance rating with technical specifications may be conducted through ocular inspection, interviews, or other forms of due diligence.

BUDGET

The budget for three days and two nights of shuttle services rental is **One Hundred Thirty Thousand Pesos (Php130,000.00)**, inclusive of all applicable taxes and charges.

Prepared by:


RIA DOMINICA L. GELOMIO
HR Analyst

Reviewed by:


FLORENCE PEARL M. BUENSALIDO
Chief, HRMD

Recommending Approval:


ATTY. ANNA GRACE I. MARPURI
OIC, Corporate Services

Approved:


AMB. EDWARD L. FERREIRA, PH.D.
Executive Director



**Rating Scale in the Evaluation of Proposals for Transportation Service Requirements for the
2023 CITEM Teambuilding cum GAD Activity**

	Criteria	Maximum Points	Minimum Point/s to Pass	Score	Supporting Documents that must be submitted
TECHNICAL					
1	With a franchise from the Land Transportation Franchising and Regulatory Board and accredited by the Department of Tourism 20 points = With LTFRB Franchise and DOT-accredited 0 point = NO LTFRB Franchise and not DOT-accredited	20	20		1. Copy of LTFRB Franchise 2. Copy of Certification from DOT
2	Vehicles are in good condition/brand new and are well-maintained in accordance with the approved LTFRB technical safety standards 20 points = Vehicles are brand new (5 years below) and well-maintained 10 points = Vehicles are in good condition and well-maintained 0 point = Vehicles are in very poor condition	20	10		1. Photos of the interior and exterior of vehicles 2. Any documentation to show the acquisition date of vehicles to be deployed An ocular inspection may be conducted to further substantiate the submission of the bidder.
3	Vehicles are air-conditioned and preferably equipped with an entertainment system and/or Wi-Fi connection. 20 points = Well-ventilated and equipped with an entertainment system AND Wi-Fi connection 10 points = Well-ventilated and equipped with an entertainment system AND/OR Wi-Fi connection 0 point = NOT well-ventilated and NO entertainment system nor Wi-Fi on-board	20	10		1. Photos of the interior and exterior of vehicles An ocular inspection may be conducted to further substantiate the submission of the bidder.
4	With seat cover, seat belt, and fire extinguisher 20 points = With seat cover, seat belt, and fire extinguisher 0 point = NO seat cover, seat belt, and fire extinguisher	20	20		1. Photos of seats and location of fire extinguisher An ocular inspection may be conducted to further substantiate the submission of the bidder.
5	All vehicles must be covered by comprehensive insurance and/or personal accident insurance 20 points = All vehicles are covered by comprehensive insurance AND personal accident insurance 10 points = All vehicles are covered by comprehensive insurance OR personal accident insurance 0 point = NO comprehensive insurance nor personal accident insurance	20	10		1. Copy of Insurance Coverage
	TOTAL	100	70		

PASSING SCORE

Technical	70.00 (and must at least obtain the minimum required points in each criterion)
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